

Travel and Per Diem Limitations

A summary of the State of California Short-term Travel Expense Reimbursement Program Administered by the Department of Personnel Administration

Rates, time frames, and requirements are applicable to all contractors and subcontractors. Additional details applicable to the travel reimbursement program may be found in the California Code of Regulations, Title 2, Division 1, Chapter 3, Article 2 (requirements applicable to excluded employees).

Conditions of Travel

Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. CDE may approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging at either the home or headquarters location.

Lodging Reimbursement Rates – In-State

Applicable when state business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (hotel, motel, bed and breakfast, or public campground) that caters to the short-term traveler, and for day trips of less than 24 hours.

Lodging Reimbursement - (receipt required)

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| Statewide with the following exceptions | up to \$84.00 + tax |
| Counties of Los Angeles and San Diego | up to \$110.00 + tax |
| Alameda, San Francisco, San Mateo, and Santa Clara | up to \$140.00 + tax |

Note: Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel (see below for rates and time frames).

Mileage Reimbursement Rates

All privately owned vehicle mileage driven on State business is subject to advanced approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

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| Automobile | 34 cents per mile |
| Spec. vehicle w/cert up to | 37 cents per mile |
| Private aircraft up to | 50 cents per mile |
| Bicycle up to | 4 cents per mile |

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

Meals and Incidentals- (each 24 hour period)

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|--------------|-----------------------------|---------|
| Breakfast: | <u>actual expense up to</u> | \$6.00 |
| Lunch: | <u>actual expense up to</u> | \$10.00 |
| Dinner: | <u>actual expense up to</u> | \$18.00 |
| Incidentals: | <u>actual expense up to</u> | \$6.00 |

Note: **YOU** must retain all meal receipts for audit by the state or the IRS.

Timeframes

First Day (Trip of More Than 24 Hours):

Trip begins at or after 8 a.m.: may claim breakfast

Trip begins at or after 2 p.m.: may claim lunch

Trip begins at or after 7 p.m.: may claim dinner

Fractional Day (After 24 Hours of Travel):

Trip ends at or after 8 a.m.: may claim breakfast

Trip ends at or after 2 p.m.: may claim lunch

Trip ends at or after 7 p.m.: may claim dinner

Fractional Day (Trip of Less Than 24 Hours of Travel):

Trip must begin at or before 6 a.m. AND end at or after 9 a.m. in order to claim breakfast

Trip must begin at or before 4 p.m. AND end at or after 7 p.m. in order to claim dinner

No lunch or incidentals may be claimed.

If there is no overnight stay, these meals are taxable.

Note: Full meals included in airfare, hotel and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfast of rolls, coffee, and juice are not considered full meals.

Conferences/Conventions (Rooms that are contracted by the sponsors for the event)

-State sponsored:

With receipt, up to \$110.00 + tax

-Non-state sponsored:

With receipt, up to the rate contracted for the event

Out-of-State Travel

Lodging with receipt: actual expense (subject to CDE approval)

Meals/incidentals: same rates/requirements as in-state reimbursement

Out-of-Country Travel

Lodging with receipt: actual expense (subject to CDE approval)

Meals/incidentals: as published by the U.S. Government for dates and places traveled

Receipts/Miscellaneous:

Receipts are required for each item for expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle, or hotel bus, and parking over \$10, business phone calls over \$5.00, all gas for rental cars and all lodging, regardless of amount.

Keep all receipts. CDE may require submission of receipts with invoices. All business expenses are to be incurred as a result of conducting state business, and are subject to review/verification by the CDE.

Subcontractors are subject to the same rules and requirements if they are reimbursed for travel. Meals when the individual is not on travel status and refreshments or break service at meetings are not reimbursable.